

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes September 22, 2014 – 5:00 p.m.

The agenda for the Regular Meeting which was held at the Mariners Branch Library was posted on September 19, 2014, at 7:56 a.m. on the City Hall Electronic Bulletin Board, on September 18, 2014, at 5:27 p.m. in the Meeting Agenda Binder, located in the entrance of the City Council Chambers at 100 Civic Center Drive, and on September 19, 2014, at 10:30 a.m. on the City's website.

CONVENED AT 5:00 p.m.

1) **CALL MEETING TO ORDER** – Chair Robyn Grant called the meeting to order.

2) **ROLL CALL** – Roll call by Administrative Support Specialist Elaine McMillion

Trustees Present: Chair Robyn Grant, Vice-Chair John Prichard, Secretary Palk, Jill Johnson-Tucker, Jerry King

Staff Present: Library Services Director Tim Hetheron, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Youth Services & Branch Coordinator Debbie Walker, Mariners Branch Librarian Heather Hart, and Administrative Support Specialist Elaine McMillion

3) **PUBLIC COMMENTS**

Jim Mosher encouraged the Board of Library Trustees while at the Mariners Branch Library at this meeting to take a look at how the public computer area is set up as it is much more user friendly and attractive because of the privacy it provides the users with the separated carrels. The proposed changes to the Library Use Policy call for consistency with all policies and should be discussed carefully before being adopted. Further comments were provided by Mr. Mosher in written format.

A customer who declined to give his name for the record expressed his concern about individuals that use the public computers and are sick, coughing, sneezing, and lack basic hygiene thus passing germs on to other public computer users. He has brought this to staff's attention and suggested the Library also post signage to deter someone who may be sick from using the public computers.

4) **APPROVAL OF MINUTES** – August 18, 2014 Meeting Minutes

Motion made by Trustee King and seconded by Secretary Palk and carried (4-0-1-0) to approve the minutes of Monday, August 18, 2014.

AYES: Grant, Prichard, Palk, King
NOES: None
ABSTENTIONS: Johnson-Tucker
ABSENT: None

A. **CONSENT CALENDAR**

1. **Customer Comments** – *Monthly review of evaluations of library services through suggestions and requests received from customers.*

2. **Library Activities** – *Monthly update of library events, services, and statistics.*
3. **Expenditure Status Report** – *Monthly expenditure status of the Library’s operating expenses, services, salaries, and benefits by department.*
4. **Board of Library Trustees Monitoring List** – *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

Motion made by Trustee King and seconded by Vice Chair Prichard and carried (5-0-0-0) to approve the Consent Calendar Items as presented.

AYES: Grant, Prichard, Palk, King, Johnson-Tucker
 NOES: None
 ABSTENTIONS: None
 ABSENT: None

Vice Chair Prichard asked for clarification on how items are put on the agenda in relation to the Board of Library Trustees Monitoring List’s listed agenda items. Staff explained that anything that is not listed on this list or on the current agenda may be suggested under Agenda Item 6. *Board of Library Trustees Announcements or Matters Which Members Would Like Placed on a Future Agenda for Discussion, Action or Report (Non-Discussion Item).*

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. Mariners Branch Update

Mariners Branch Librarian Heather Hart gave an overview of the Mariners Branch Library which included an update on children’s programs, the Summer Reading Program, storytimes, public parking, public use of computers, laptops and iPads, staffing, and use by the Recreation Department of the Jorgensen room for after school programs. Suggestions by the Board included expanding the Literacy program to this branch, adding keyboard to iPad checkouts, and putting signage on the back gate to inform of additional parking behind the branch.

2. Childrens’ Services Report

Youth and Branch Services Coordinator Debbie Walker noted that the Children’s departments, at all four Library locations have had very successful events. *National Library Week* events were held from April 13 through 19. The written staff report provided at this meeting highlighted many children’s programs some of which funding was provided for by the Friends of the Library and the Library Foundation. The storytimes have been very popular and include volunteer readers such as Board of Library Trustees, City Manager and City Council members. The funding helps provide event program performers, craft supplies, printed brochures, and prizes. *National Library Week, Imagination Celebration, Summer Reading Program*, first-grade class visits, creation of booklists, and accelerated reader software were also discussed and reviewed.

Heather Hart gave an overview of the *1,000 Books Before Kindergarten* program she proposed through the *Pitch-an-idea* program. Planned marketing of this program as outlined in the written staff report was discussed. The Board commended staff for their great work.

3. Newport Beach Public Library Website & Social Networking Update

Library Services Manager Dave Curtis provided a written staff report prior to this meeting which included data indicating the Library’s efforts in social media outreach through Facebook, Twitter, Yelp, Pinterest,

the Library's website and through the mobile Boopsie Application. The usage of social media is increasing and staff is looking at aggregation updates, and what information to share. This helps increase circulation and library users by providing 24/7 service through mobile applications. Discussion continued on ways in which to further market the Library through the website and social media.

4. Okazaki Gift

Library Services Director Tim Hetherington gave an update through a written report on the planning and placement of the Okazaki gift statue. The statue arrived in the U.S. from Japan last week. Pending City Council approval it will be temporarily placed in the Central Library bamboo courtyard during a ceremony which will include approximately thirty-two dignitaries from Okazaki and Newport Beach Sister Cities. The temporary placement will allow adequate time to plan and prepare for the October 14 acceptance ceremony to be held in the Friends Meeting Room and bamboo courtyard at 11:00 a.m., where it will be formally presented and accepted. The statue will be permanently relocated from the Central Library site to Irvine Terrace Park in the near future. The permanent site was chosen due to its history with one of the founders of the Newport Beach Sister City Association. Both the City Arts Commission and the Board of Library Trustees have approved the placement plan as outlined. The Board of Library Trustees and the City Arts Commissioners are invited to attend.

5. Library Use Policy

Dave Curtis reviewed the written revisions to the current Library Use Policy as provided in the staff report. The current policy and the proposed red-lined revisions was included and reviewed. After discussion and review the Board agreed to appoint Secretary Eleanor Palk to work directly with Dave Curtis to prepare a formal red-lined version addressing suggestions from this meeting's discussion. This procedure has worked well in the past on other Library policies. A final red-lined draft will be submitted to the Board for their review and possible approval at the October 20, 2014 meeting.

6. Circulation Policy Revisions to Section 3 Loan Periods

Support Service Coordinator Melissa Kelly reviewed the staff report outlining the suggested revisions to the Circulation Policy in sections 3.04, 3.05, 3.07, and 3.15. It was suggested to extend the loan period for circulating periodicals, new adult books, and eReaders from 14 days to 21 days with 2 additional renewals from 14 days to 21 days if the item has not been reserved. The suggested loan period for compact discs would change from 7 days to 21 days with 2 additional renewals of 21 days if no reserves are on the item.

Motion made by Vice Chair Prichard and seconded by Secretary Palk and carried (5-0-0-0) to approve the suggested revisions to the Circulation Policy as presented.

AYES:	Grant, Prichard, Palk, King, Johnson-Tucker
NOES:	None
ABSTENTIONS:	None
ABSENT:	None

7. Corona del Mar Branch Project Update

As noted in the staff report Director Hetherington gave an update on the Corona del Mar Branch Library/ Fire Station joint-use project and that two finalists have been chosen. Both companies are responsive to the public. There have only been 24 responses to the Mind Mixer survey available online at www.connectnewportbeach.com. This survey will be extended in order to hopefully receive more community feedback on this project. This survey gleans feedback on what one likes the most and what one likes the least about the Corona del Mar branch, how often the branch is used and what children's based services, programs, and collections one would like to see offered, and any special amenities

desired. Further discussion included suggested ways to increase media coverage and means to get the word out to the public in order to receive more results on the survey in printed format as well as through a computer survey.

C. MONTHLY REPORTS

Chair Grant amended the agenda so that Vice Chair Prichard could give the DSLS Liaison Report first as he will need to leave this meeting prior to being adjourned.

1. DSLS Liaison Report

Vice Chair Prichard reported on the last DSLS meeting held on September 4 where the logistics of the Jonathan Franzen lecture to be held on Saturday, October 25 at 7:00pm were discussed. A new Committee member was introduced and welcomed. They discussed ways that they could increase the program donors and sponsors. Also discussed were plans for a fall event, and the 2015 speaker slate.

2. Library Services Director Report

Director Hetheron attended the Corona del Mar Residents Association meeting and made a presentation on the Corona del Mar Branch Library/Fire Station joint-use project encouraging everyone present to make their needs known to help in creating a service model that works for all. The annual operating cost for six days per week to operate this branch including salaries is approximately a quarter of a million dollars.

He attended a Newport Beach Public Library Foundation reception on the bamboo courtyard and thanked the Foundation donors for their contributions in making the Newport Beach Public Library so successful. He noted the success of the Lynda.com application still offered in the Media Lab, highlighting the Anime comic collection DVDs and graphic novels.

3. Friends of the Library Liaison Report

Trustee Johnson-Tucker was not in attendance at the last meeting so Director Hetheron gave an update that the Friends made \$200 at their last book sale which was recently held during an event which was held on the Civic Green. They discussed the potential use of the second floor retail space across from the Bistro. The donation check from the Friends of the Library in the amount of \$250,000 was presented at the last City Council meeting.

4. Library Foundation Liaison Report

Chair Grant reported that she, Dave Curtis and Tim Hetheron attended the last Foundation Board meeting. A check in the amount of \$224,000 will be presented at the September 23 City Council Meeting. Some of the issues discussed at their meeting were to increase their ability to apply for grants, increase children's and adult memberships, approve the temporary part time employee to a full time permanent employee, the annual retreat, and support of the Pitch-an-Idea projects. Another \$100,000 naming donor has been approved.

6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

Trustee Johnson-Tucker and Secretary Palk noted that they will not be at the October 20, 2014 meeting, and Chair Grant, Vice Chair Prichard and Trustee King confirmed their attendance.

The Board asked Director Hetheron to provide a summary of the second floor vacant retail space and

floor plan as part of his Library Services Director's report at the next meeting.

Chair Grant, and Trustees Johnson-Tucker and King noted that they planning on attending the Arts Master Plan meeting which will be held at the OASIS Senior Center on Monday, September 29 at 6:30pm.

Vice Chair Prichard left the meeting at 6:42pm.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

No public comments were made.

8) ADJOURNMENT – 6:46 p.m.

Submitted by: Robyn Grant
Approval of Minutes